

NAIT Intercollegiate Athletics

2015-16

**STUDENT-ATHLETE
HANDBOOK**



NAIT OOKS

STUDENT-ATHLETE HANDBOOK 2015-16

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Welcome From the Department of Athletics and Recreation!

Congratulations to all new and returning athletes who have been chosen to wear the navy, gold and white of NAIT this season and carry on our "Tradition in Excellence" in college athletics.

The NAIT Athletic program establishes its policies and procedures for its student athletes based on the following priorities.

1. Family emergencies/athlete health & safety take precedent
2. Academics
3. NAIT Athletics
4. All others including social life

It is an earned privilege and an honor to participate and represent NAIT in intercollegiate athletic competition. With involvement, however, comes the responsibility to exemplify the basic convictions that are necessary to maintain a first class athletic program. To this end we have accepted the responsibility to establish standards and policies to ensure you will continue to uphold the tradition of excellence you have inherited from those before you.

This handbook is designed to give you some fundamental information about the policies and procedures under which our athletic program operates.

As a member of a NAIT team it is understood that you have made the commitment to abide by the policies and procedures set forth in this manual.

Please keep this handbook available for reference.

I wish you every success in the classroom and in your athletic pursuits. My office door is always open if you have questions or concerns about any aspect of our program.

Gregg Meropoulos

Manager,
NAIT Athletics
780.471.7601

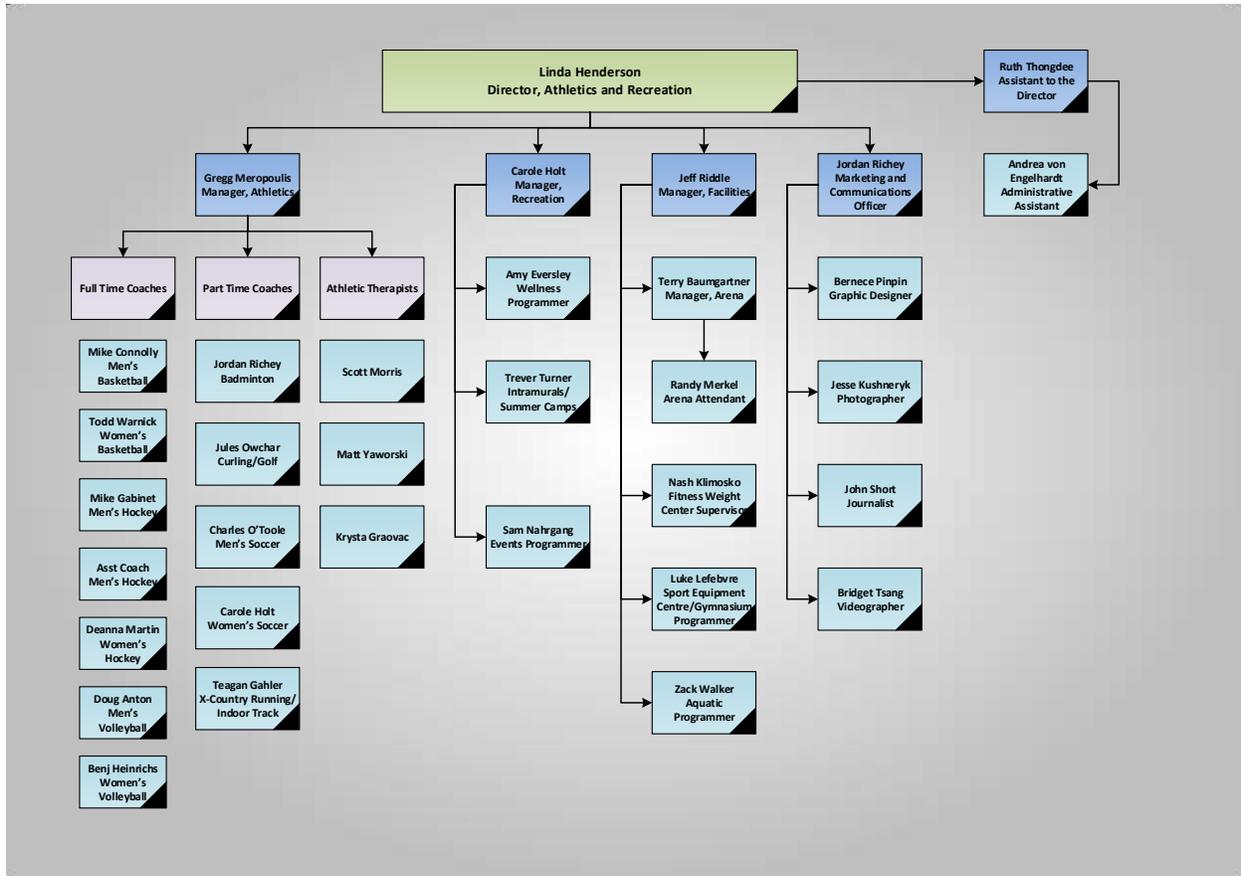
Character

The duration of an athletic event is only but a few moments while the training for it may take many months of arduous work and continuous exercise of self-efforts.

The real value of sport is not the game played in the limelight of the applause, but the hours of dogged determination and self-discipline carried out alone; imposed and supervised by an exacting conscience.

*The applause soon dies away. The prize is left behind,
but the character you build is yours forever*

Department of Athletics and Recreation Organization Chart



ACAC and CCAA Membership

The NAIT Ooks have men's and women's teams competing in basketball, volleyball, soccer, hockey, badminton, curling, cross country running and golf. Since 1964, NAIT has been a member of the Alberta Colleges' Athletic Association (ACAC) and the Canadian Collegiate Athletic Association (CCAA). To date, there are 17 participating members in the ACAC and over 100 members from five provincial associations in the CCAA. The CCAA currently host national championships in the following sports: soccer, basketball, volleyball, golf, badminton and cross country running. Below is a listing of the ACAC member institutions:

ACAC INSTITUTION	ABBREVIATION	TEAM NAME	CITY
Ambrose University	Ambrose	Lions	Calgary
Augustana Faculty, University of Alberta	Augustana	Vikings	Camrose
Briercrest College	Briercrest	Clippers	Caronport, SK
Concordia University of Edmonton	Concordia	Thunder	Edmonton
Grande Prairie Regional College	GPRC	Wolves	Grande Prairie
Keyano College	Keyano	Huskies	Fort McMurray
Lakeland College	Lakeland	Rustlers	Vermillion
Lethbridge Community College	Lethbridge	Kodiaks	Lethbridge
MacEwan University	MacEwan	Griffins	Edmonton
Medicine Hat College	MHC	Rattlers	Medicine Hat
Olds College	Olds	Broncos	Olds
NAIT	NAIT	Ooks	Edmonton
Portage College	Portage	Voyageurs	Lac La Biche
Red Deer College	RDC	Kings/Queens	Red Deer
SAIT Polytechnic	SAIT	Trojans	Calgary
St. Mary's University	STMU	Lightning	Calgary
The Kings University	Kings	Eagles	Edmonton

Recreation & Athletics Department Contacts

The Oaks Intercollegiate Athletics program is administered by staff and coaches of the Department of Athletics and Recreation who have been brought together to help you and your teammates have an enjoyable and successful experience representing NAIT. Please feel that you may call on the following people for help or assistance at any time.

E134 780 471.7713, Arena 780 471.8699, SEC 780 471.7729, Pool 780 471.8711, FWC 780 471.8398

<u>Name</u>	<u>Position</u>	<u>Work</u>	<u>Cell</u>
Linda Henderson	Director, Athletics and Recreation	471.8803	
Gregg Meropoulos	Manager, Athletics	471.7601	718.7177
Carole Holt	Manager, Recreation	471.8574	
Jeff Riddle	Manager, Facilities	471.7605	920.0123
Bea Spatafora	Financial Admin Assistant	471.8688	
Ruth Thongdee	Assistant to the Director	471.8468	
Bernece Pinpin	Graphic Artist	471.8326	
Andrea Von Engelhardt	Administrative Assistant	471.7713	
Jordan Richey	Communications/Marketing	471.7579	914.4348
John Short	Journalist	451.2286	
Scott Morris	Athletics Therapist	491.3132	977.1339
Amy Eversley	Wellness Programmer	491.3140	
Sam Nahrgang	Game Day/Special Events		
Trever Turner	Intramurals & Summer Programs	491.3010	
Terry Baumgartner	Arena Programmer	471.8699	446.7188
Randy Merkel	Arena Attendant	471.8699	
Nash Klimosko	FWC/SEC/GYM Programmer	471.7729	554.0213
Zachary Walker	Aquatic Programmer	471.8363	Deck – 8711
Amy Moolyk	Strength and Conditioning	TBA	

Head Coaches

Jordan Richey	Badminton	471.7579	914.4348
Mike Connolly	Men's Basketball	471.7027	913.9020
Todd Warnick	Women's Basketball	471.7442	996.0028
Jules Owchar	Curling		221.1717
Deanna Martin	Women's Hockey	471.8557	690.8904
Mike Gabinet	Men's Hockey	471.7712	937.6485
Carole Holt	Women's Soccer	471.7018	904.2780
Charles O'Toole	Men's Soccer		945.1357
Benj Heinrichs	Women's Volleyball	471.8810	868.6320
Doug Anton	Men's Volleyball	471.7497	293.3878

1. Objectives of the Intercollegiate Athletic Program

The primary objective of the NAIT Ooks intercollegiate athletics program is to assist students' progress toward their personal, academic and athletic potential by providing high quality intercollegiate athletic experiences in a manner which will help them build self-esteem and develop the life-long qualities of leadership, fair play, respect, self-discipline and perseverance.

Some specific objectives of the intercollegiate athletics program would include those associated with helping student-athletes:

- Develop a high level of sport specific performance and physiological fitness.
- Learn new skills under the direction of qualified and experienced coaches.
- Learn teamwork and co-operation with other individuals.
- Learn the value of self-control and fair play. .
- Develop lifetime friendships through participating in a program that tests courage, strength, self-discipline, perseverance, performance and the ability to co-operate.
- Meet individuals from other communities and colleges and broaden the athletic, cultural and social horizons of the participants through association with those individuals.
- Appreciate and respect the athletic abilities and skills of other individuals.
- Cultivate respect for officials, opponents and spectators through the promotion of Fair Play principles.
- Achieve both team and individual success.

2. Our Commitment

The Ooks intercollegiate athletics staff and coaches are dedicated to building and maintaining a high quality program which will assist student-athletes in their total educational process and contribute to the positive image of NAIT, the ACAC and the CCAA.

Commitment to Student-Athletes

Academics

- Ensure that the academic goals of the student-athlete are recognized as paramount.
- Ensure that the academic standards of NAIT, the ACAC and CCAA are consistently achieved or surpassed.

Coaching

- Maintain a high standard of coaching.
- Encourage and support coaching staff professional development.

Commitment to Excellence

- Carry out institutional and departmental policies and procedures in such a way that serves as an example of excellence.
- Encourage excellence in all endeavors of every participant.
- Recognize outstanding achievement and performance.

Commitment to Facilities

- Ensure that adequate facilities are secured to meet the needs of the intercollegiate athletics program.
- Ensure that the facilities are safe, clean and functional for training, practice and competition.

Commitment to Communication

- Create a positive and interactive environment for all participants to clearly and effectively communicate rights, responsibilities and expectations.
- Seek and respond positively to the suggestions and concerns of all participants.

Commitment to Equity of Opportunity

- Promote equitable access to opportunities for all participants.

Commitment to Tradition

- Honoring successes of past NAIT athletes, coaches and support staff through our Wall of Fame
- Establish and enhance traditions of fair play, pride, poise and innovation

3. Student-Athlete Commitment

All athletic representatives of NAIT have a commitment to their fellow student-athletes, coaches and the College. As a member of the Oaks athletics program, it is your responsibility to:

- a) Consider your **academic studies** at NAIT College **first** and **foremost** and maintain proper academic standards to meet the eligibility requirements of the College and the ACAC and CCAA.
- b) Have medical insurance (i.e. Blue Cross, NAITSA coverage) and provide a contact number of someone who could be reached in the event of an emergency. For more information on the NAITSA (NAIT Student Association) benefit plan, visit their website at: <http://www.gallivan.ca/studentnetworks/members/NAIT/nait.html>
- c) **Personally** contact your instructors at the **beginning of each semester** to inform them when classes will be missed due to approved intercollegiate athletics travel.
- d) Meet with instructors to determine alternate schedules/arrangements for projects and exams. In past, arrangements have been made for the student-athlete to complete the project or exam under the supervision of the coach while away from the College.
- e) Immediately notify coaches and athletic therapists of any injuries. Injured athletes are expected to seek medical attention as early as possible and to follow complete medical rehabilitation.
- f) Use the facilities and equipment owned and rented by the College with proper care and responsibility.
- g) Be **considerate and courteous** to facility hosts and ensure that the bench area and the change rooms are left in a **neat and undamaged condition** and that all garbage is placed in garbage containers when leaving host facilities – both at home and on the road.
- h) Treat teammates, coaches, officials, and the opposition with **respect**.

- i) Show good judgment and maturity. Refrain from exhibiting negative behavior (ie. swearing, being disrespectful towards others, fighting, etc.). Your behavior is a reflection of your team, NAIT, the players who have gone before you and those who will follow. Be a **good ambassador** for the team, the department and the insititute.
- j) Strive to do your part, help out, be enthusiastic and reach for your potential both on and off the court.
- k) Adhere to established policies governing the Oaks intercollegiate athletics program, NAIT, the ACAC and the CCAA as well as the laws of Alberta and Canada.

Accepting these responsibilities will help the Oaks intercollegiate athletics program establish a tradition of excellence of which we can all be proud of.

4. Student-Athlete Code of Ethics

The following is taken from the Fairplay Handbook which is published by the Coaching Association of Canada.

- I believe that the true essence of sport is to strive for personal achievement and excellence through full and honest effort.
- I am committed to participating in sport with integrity, and to striving to win only by legitimate means.
- I pledge to learn, understand and adhere to both the written rules of my sport and the spirit and intent of fairplay.
- I believe that violence and physical intimidation are harmful in sport, and I refuse to use such tactics in an attempt to gain unfair advantage.
- I understand that officials, teammates and opponents are all integral to sport and are worthy of my respect.
- It is my responsibility to maintain self-control. I will accept official's decisions without argument, play aggressively but without hostility, and behave graciously in triumph or defeat.

An athletic representative whose conduct puts the reputation of teammates, coaches, the College or themselves in a compromising position will be subject to disciplinary action by the NAIT Athletic program.

5. Student-Athlete's Rights

- To try out for varsity teams and be given fair consideration for selection
- To participate in an environment which is safe and free from harassment and hazing
- To be informed honestly and fully about the reasons for rules and regulations
- To voice concerns through the team captain, coach or athletic coordinator
- To appeal decisions or rulings through established college procedures
- To provide feedback on the coach(s) and program through the post-season feedback survey or directly to the Athletic Coordinator.

Grievance Procedure

If a student-athlete feels unjustly treated, the following steps should be taken:

- Contact the Head Coach and arrange an opportunity to discuss the matter in private. If the matter is not resolved;
- Contact Athletics Coordinator, Gregg Meropoulos (471-7601) and arrange to discuss the matter with him. If the matter is still not resolved;
- Contact Director of Athletics, Linda Henderson (471-8803) and arrange to discuss the matter with her.

Student Athlete Appeal Procedures

1. Right to Appeal

1.1 Any NAIT student-athlete who is affected by a decision of the Coach or by any individual, who has been delegated authority to make decisions on behalf of the specified NAIT athletic team, shall have the right to appeal that decision.

2. Notification of Appeal

A student-athlete who wishes to appeal a decision shall have **7 days** from the date on which they received notice of the decision, to submit a written notice of their intention to appeal, along with detailed reasons for the appeal, to the Athletics and Recreation Director.

3. Grounds for Appeal

An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:

- **4.1** making a decision for which it did not have authority or jurisdiction as set out in the Student-Athlete Handbook.
- **4.2** failing to follow procedures as laid out in the Student-Athlete Handbook.
- **4.3** making a decision that was influenced by bias;
- **4.4** failing to consider relevant information or taking into account irrelevant information in making the decision;
- **4.5** exercising its discretion for an improper purpose; and/or;
- **4.6** making a decision which was unreasonable.

5. Procedure

Within ten (10) working days of receiving notice of an appeal the Athletics and Recreation Director shall appoint five persons to constitute an Appeals Committee, in accordance with the following:

5.1 Appeals Committee: The Appeals Committee shall be comprised of students, faculty or staff from NAIT, who shall have no significant relationship with the appellant, shall have had no involvement with the decision being appealed, and shall be free from actual or perceived bias or conflict.

5.2 Committee Membership: At least one of the Appeals Committee members shall be from among the appellant's peers (for example, a student-athlete).

5.3 Geographical Consideration: In appointing the Appeals Committee, consideration shall be given to the geographic location of the appellant, respondent and Committee members, in order to minimize the inconvenience and expense to all parties

5.4 Appellant Recommendation: The appellant shall be given an opportunity to recommend one of the Appeals Committee members provided the member satisfies criteria 5.1 and 5.3 above.

6. Timeline

Within 4 days of its appointment, the Appeals Committee shall review the notice of appeal and reasons for the appeal and shall decide whether or not there are sufficient grounds for an appeal. This decision is discretionary and may not be appealed.

7. Grounds for Appeal

If the Appeals Committee is satisfied that there are not sufficient grounds for an appeal, it shall notify the appellant of this decision in writing, stating reasons. If the Appeals Committee is satisfied that there are sufficient grounds for an appeal, it shall conduct a Hearing.

7.1 If a Hearing is to be conducted, the original penalty shall not be enforced until the Hearing is complete.

8. Appeal Hearing

If the Appeals Committee conducts a Hearing, it shall govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:

8.1 Scheduling: The Hearing shall be held within 21 days of the Appeal Committee's appointment;

8.2 Notification: The appellant and respondent shall be given 4 days written notice of the day, time and place of the Hearing.

8.3 Chairperson: Appeals Committee members shall select from themselves a Chairperson;

8.4 Quorum: A quorum shall be all five Committee members;

8.5 Majority Vote: Decisions shall be by majority vote;

8.6 Supporting Documents: Copies of any written documents which either the appellant or respondent wish to have the Committee consider shall be provided to all parties at least 2 days in advance of the Hearing where possible or at least 45 minutes in advance of the Hearing where travel or other extenuating circumstances occur.

8.7 Appellant Counsel: Both the appellant and respondent may be accompanied by a representative or advisor, including legal counsel;

8.8 Evidence: The Appeals Committee may request that any other individual participate and give evidence at the Hearing.

8.9 Procedure: The procedure for the hearing shall be as follows:

8.9.1 Introductions

8.9.1.1 Formal introductions shall be the first activity directed by the Chairperson.

8.9.2 Declaration of Committee Membership

8.9.2.1 The Chairperson shall seek agreement by e-mail to the Committee members hearing and dealing with the appeal prior to the day of the hearing.

8.9.2.2 When an agreement is reached regarding the composition of the Appeals Committee, an agreement shall be signed and faxed to the Chairperson prior to the date of the hearing such that the Appeal Committee can proceed on the day of the hearing.

8.9.3 Explanation of Procedure

8.9.3.1 The Chairperson shall explain the procedure to be followed – the purpose of the hearing is to ensure that all the evidence needed to make the decision is brought forward.

8.9.4 Oath/Affirmation

8.9.4.1 The Chairperson shall ask the parties to give evidence under oath or affirmation.

8.9.5 Appellant's Argument

8.9.5.1 The appellant shall be asked to go first and explain his/her reasons for appeal. **(He/she will have a maximum time limit of 15 minutes to present to the Committee.)**

8.9.5.2 To the greatest possible extent, all relevant reports and written materials shall be disclosed. If one party is representing a written submission to the Hearing, a copy must also be

provided to the other party. The Appeals Committee must not consider evidence from one party in the absence of the other party and must not accept any written materials which are not shared.

8.9.6 Respondent's Rebuttal

8.9.6.1 The respondent shall be asked if he or she has any questions or comments to highlight or clarify points arising from the appellant's submission. **(He/she shall have a maximum of 5 minutes to ask questions or to get further clarification).**

8.9.6.2 The rebuttal shall be directed through the Chairperson. The Appeals Committee members may also ask questions of the appellant at this point. **(Questions from the Committee members should be limited to 5 minutes).**

8.9.7 Respondent's Argument

8.9.7.1 When the Hearing is satisfied that the appellant has presented all her or his evidence, and that all questions have been answered, the Appeals Committee shall turn to the respondent for his or her submission. **(He/she will have a maximum time limit of 15 minutes to present to the Committee.)**

8.9.8 Appellant's Rebuttal

8.9.8.1 The appellant is then given an opportunity for rebuttal (as in 8.9.6). **(He/she shall have a maximum of 5 minutes to ask questions or to get further clarification).**

The Committee members may also ask questions of the respondent. **(Questions from the Committee members should be limited to 5 minutes).**

8.9.9 Other Information

If the Appeals Committee requested that any other individual participate and/or give evidence at the Hearing, this information would be brought forward at this time.

8.9.9.1 The Chairperson shall then ask both the appellant and the respondent if they have further comments.

8.9.10 Closing Statements

8.9.10.1 Both parties shall make a closing statement before the hearing is adjourned. The respondent shall go first, leaving the appellant to the last. **(Each person has 2 minutes to complete their closing statements).**

8.9.11 Deliberation and Decision

8.9.11.1 Once the hearing concludes, both parties shall be asked to leave the room while the Committee deliberates in private. If at all possible, the Appeals Committee shall give its decision immediately.

8.9.11.2 Every decision will be written and shall be accompanied by reasons.

8.9.12 Written Records

8.9.12.1 NAIT Athletics and Recreation shall keep a record of all written decisions.

9. Alternative Meeting Options

In order to keep costs to a reasonable level, the Appeals Committee may conduct the Hearing by means of a conference call or video conference.

10. Decision

Within three days of concluding the Hearing, the Appeals Committee shall issue its written decision, with reasons. The Appeals Committee may decide:

10.1 To void, vary or confirm the decision being appealed;

10.2 To make any decision it feels the respondent should have made;

10.3 To refer the matter back to the respondent for a new decision, correcting any errors that were made; and/or

10.4 To determine how costs of the appeal hearing shall be allocated.

10.4.1 Up to 50% of hearing costs may be the responsibility of the appellant. A copy of this decision shall be provided to the appellant and to the respondent.

11. Appeal Timelines

If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Chairperson may direct that these timelines be shortened. Should this be the case, the appellant, respondent and members of the Appeals Committee will make every reasonable effort to comply with the revised timelines in order to conclude the appeal in a timely manner.

11.1 If the circumstances of the dispute are such that an appeal cannot be concluded within the timelines of this policy, the Chairperson may seek agreement from the appellant and respondent to extend the timelines.

12. Alternative Appeal Methodology – Documentary Review

The appellant shall have the right to decline a Hearing in favour of a documentary review. Should this be the case, the Appeals Committee shall request both appellant and respondent to provide written submissions, upon which the Appeals Committee shall make its decision. The Appeals Committee may direct such timelines as it deems appropriate in the circumstances in order to conclude the appeal in a timely manner.

13. Binding Decision

The decision of the Appeals Committee shall be final and binding.

6. Student-Athlete Academics

Position Statement

- The NAIT Athletics program recognizes that academic success is the first priority of our student-athletes. To this end the Athletic program endorses a pro-active approach to monitoring and assisting the academic progress of our student-athletes.

Academic Progress Policy

- Student Athletes are expected to show progress towards a degree or diploma while competing for NAIT. Student Athletes will be expected to achieve a minimum of 18 credits (September 1 to August 31) to remain eligible for intercollegiate competition.
- Students not achieving this standard may use the spring and summer semester to top up their credit hours and their overall weighted average to be eligible for intercollegiate play in the fall semester.

Academic Support Services

- NAIT Tutorial Center- **Main Campus, Room A133**
Hours: 7:00 am to 5:30 pm Monday to Friday (Sept–April)
- At the beginning of each semester, study skills workshops are offered by the Counseling Center, which is located in Room W111-PB, HP Centre,
- Peer Tutoring- student-athletes may seek peer tutoring from other students for a nominal fee. Information on peer tutoring is available from NAIT Counseling.

7. Student-Athlete Eligibility

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1. ACAC/NAIT Eligibility Criteria

The athlete must be officially registered as a full time student at the institute for which the athlete is competing.

Definition of a “full-time” student for intercollegiate purposes:

- **Registered in at least 9 credits per semester.** Open studies courses where credits are assigned and applied towards a degree or diploma are recognized as acceptable courses in a student’s academic program. For more detailed information see the ACAC Operating Code.

2. Academic Standards for Athletic Participation (As measured at the end of each semester)

Academic Status	Weighted Average/Semester
Good Standing *	1.3 or better
Probationary Status	1.0 - 1.3
Suspension	less than 1.0

* Some technologies may have a higher minimum academic standard.

Definition of Terms:

- Good Standing:** The student-athlete is eligible to compete on an intercollegiate team and is eligible for post season awards at Athletics Awards Night.
- Probation Status:** A meeting must be arranged with their program head and head coach to set concrete academic goals or conditions for further participation.
- Suspension:** Student athlete is immediately suspended from the Team (no practices, games or team privileges). Coach, athlete, academic advisor & Program Head to discuss standards that must be met to allow athlete to rejoin the team. These athletes are ineligible for athletic scholarships or team awards.

3. Eligibility status for students on Probation or Suspension Status at semester end:

- Probationary Status - must reach agreement to Program Head's satisfaction for continued participation. Where no agreement is in place the athlete must successfully complete one semester prior to returning to playing status with team.
- Suspension Status - athlete must successfully complete a full semester achieving a minimum of 9 credits to reestablish academic eligibility for athletic participation. Spring and summer semesters can be used to upgrade academic status for athletic participation in the fall semester.

4. Student-athletes should be familiar with NAIT's Academic Regulations

(<http://www.nait.ca/registrar/academic.pdf>)

Student-athletes should be aware of the implications of failing or withdrawing from courses as it pertains to:

- Your full-time status as a student
- Your academic average, which has implications for athlete's participation and scholarships.

Teams using ineligible players during ACAC league games will be sanctioned by the conference and forfeit any victories.

5. Withdrawing From Courses

Students who withdraw from courses between weeks 1-12 can do so and not have the mark counted into their overall average. (Check with Program Heads to confirm deadline). Athletes who do not officially drop courses will be given a failing mark which is factored into their final average and may result in lost scholarships and the athlete may even be ruled academically ineligible the following semester.

6. Academic Upgrading Courses

Students in academic upgrading courses are eligible however recent ACAC Operating Code Amendments (2011) allow the student athlete just one year of academic upgrading during their five years of eligibility.

7. English as a Second Language (ESL) Students enrolled in ESL are eligible to compete in the a maximum of two years in ESL

If you are in doubt as to any aspect of your academic eligibility, seek advice from your coach or Athletic Manager Gregg Meropoulos, 780.471.7601 or greggm@nait.ca

8. Travel Policies

All members of our intercollegiate program should consider themselves ambassadors of our institute and be prepared to dress and conduct themselves in an appropriate manner at all times.

Travel Expenses

For ACAC league travel and playoffs, transportation and accommodation expenses will be covered by the NAIT Athletic program. A meal allowance of \$25/day will be dispersed by the coach and signed for by each athlete. For non-conference travel (exhibition games) it will be the coach's decision to provide meal money.

Class Absences

While ACAC schedules are developed to accommodate student athletes academic responsibilities, there will be occasions when you will have to be absent from classes as a result of a road trip. Athletes are expected to notify their instructors at the beginning of each semester of expected class absences.

Travel Guidelines

It is not intended to set down a number of rules whereby a road trip becomes an unpleasant experience. However, there are a number of specific rules which must be adhered to for the protection and benefit of all concerned. These are:

- The Department of Athletics and Recreation will make transportation and accommodation arrangements for all intercollegiate athletic trips associated with ACAC and CCAA league competitions. Team members will travel as a group to and from all competitions and are expected to stay with the team at the accommodation provided. Alternate arrangements must be approved by the coach and Athletics Manager.
- All team members will travel to and from all contests with the team, and are expected to stay with the team at the accommodation provided. If alternate travel arrangements are requested by the student/athlete, permission must be obtained from the Athletic Manager/or coach in advance of the travel date.
- Athletic representatives participating in an activity or event **NOT** related to a NAIT sponsored activity while on an out of town road trip do so at their own risk. NAIT College, its officers, employees and agents shall not be liable for any injury, loss or damage suffered by individuals participating in such activities.
- Athletes are responsible for insuring that their hotel room is left in a neat and undamaged state. No items are to be removed other than those which you have brought with you. Only team members or coaching staff are allowed in your rooms. Please arrange to meet all others in the lobby. All student-athletes will be in their assigned rooms between the hours of midnight and 6:00 AM of each day that they are representing NAIT .
- Only authorized travelers, as identified by the Athletics department, may travel with the team. Injured or academically ineligible players may not be permitted to travel with the team unless the Head Coach verifies that the student-athlete will be responsible for specific duty while on the trip and the Recreation and Athletics Coordinator gives his approval.
- The Ooks intercollegiate athletics program exercises **ZERO TOLERANCE** on the subject of student-athletes consuming alcohol and/or illegal drugs on non-conference or league trips. **SMOKING** is NOT allowed in any College vehicle, your hotel room or at any team function.

ANY MEMBERS OF A NAIT TEAM WHO CONDUCT THEMSELVES IN A MANNER WHICH PUTS THE REPUTATION OF THE INSTITUTE, COACH, TEAMMATES OR THEMSELVES IN A COMPROMISING POSITION WILL BE SUBJECT TO DISCIPLINARY ACTION

9. Financial Assistance (<http://www.nait.ca/33720.htm>)

1. Academic Scholarships

a) General:

NAIT athletes are encouraged to apply for the many academic scholarships available to them in their technology

Jason Lang Scholarship – Value: \$1000.00

Number: Unlimited.

Students must be Alberta residents and must have completed one year of post-secondary study at NAIT and be continuing into the second year of the same program. Students in programs that are only one year long and students moving from the first year of one program to the first year of second program are not eligible for this award. Students can take this award to another post-secondary institution in Alberta but they cannot take it outside Alberta. They must have been enrolled in at least 80% of a full course load in their first year of post-secondary studies (their qualifying year) as well as have earned a minimum average of 3.2 in their year of study. Students cannot receive both the Jason Lang Scholarship and the Louise McKinney Scholarship. See the Awards office for application deadlines.

b) ACAC Academic Awards:

All NAIT intercollegiate athletes who Achieve honors status will receive a certificate from the ACAC.

c) CCAA Academic All Canadian Awards:

Athletes who have been selected ACAC All Conference and have achieved honors status will receive a certificate from the CCAA.

2. Athletic Scholarships - see url below

https://www.nait.ca/portal/server.pt/gateway/PTARGS_0_0_386_0_0_43/http://portletsrv/scholarship/student/quest/ST05_AwardsCategoryListing.aspx?CATID=ATA&Description=Athletic%20Awards

a) Jimmie Condon Scholarships Award:

The Jimmie Condon Scholarship is \$1,800.00 and payable in two installments of \$900.00 each (**early Dec. and early Apr.**). *Qualifying student athletes in their first semester will receive the first installment of this award prior to receiving their semester marks. If athletes have achieved a weighted average of at least 2.0 GPA, they will qualify for the next disbursement of the scholarship. If they fail to achieve 2.0 GPA they must successfully complete their next semester (2.0 GPA or better) prior to applying for the scholarship again. Returning athletes must have achieved 2.0 or better in their previous semester to qualify for the scholarship.

Criteria for the Jimmie Condon Scholarships:

- i) Student Athlete is an Alberta resident, i.e. Canadian resident or landed immigrant who has maintained residence in Alberta for 12 months or whose parents or guardians have maintained residence in Alberta for 12 consecutive months.
NOTE: Canadian Citizens and landed immigrants are considered eligible if they have attended an educational institution in Alberta the preceding year.
- ii) The student athlete is enrolled full time at a post-secondary institution in Alberta in an undergraduate or graduate program. Please note that Academic Upgrading students are not eligible for the Jimmie Condon in their first semester but will qualify for the second installment if they have achieved at least a 2.0 GPA

- iii) The student is a member of a designated team and is maintaining training program acceptable to the coach.
- iv) The student is maintaining a satisfactory level of academic achievement determined by the college (NAIT Standards are a 2.0 weighted GPA or better).

* Please Note*

Jimmie Condon Scholarships may be withdrawn at the discretion of the Athletic Coordinator, if the student athlete is not attending classes and maintaining passing grades.

ACAC Sports qualifying for Jimmie Condon Scholarships and number of scholarships awarded:

<u>Sport</u>	<u># of Scholarships Awarded</u>
Women's Volleyball	12
Men's Volleyball	12
Women's Soccer	18
Men's Soccer	18
Men's Hockey	20
Women's Hockey	20
Women's Basketball	12
Men's Basketball	12
Badminton	4 male/4 female

b) Barb Hanson Memorial Athletic Scholarships

This fund has been established to provide student athlete scholarships for those athletes who are ineligible to receive the Jimmie Condon Scholarship for the following reasons:

- i) They have not established Alberta residence for the past 12 months.
- ii) They are in academic upgrading programs that do not lead directly to diploma or degree.
- iii) Limitations on the number of Jimmie Condon Scholarships available.
- iv) Their sport is not included in the Jimmie Condon Scholarship program.

The Barb Hanson Scholarships provide financial support to athletes who fall into two categories and the value of these scholarships vary accordingly:

i. Those athletes playing in sports eligible for Jimmie Condon Scholarships:

Value: \$900/semester (\$1800/yr.)

Number: Varies

Criteria: Member of team, regular attendance at practice/games, and maintaining at least a 2.0 GPA in their academic program.

Disbursement: At the conclusion of each semester following the verification of academic criteria (>2.0GPA) **Scholarships are generally received in late January and May respectively.**

Note: Soccer players will be eligible for only the first disbursement of the Barb Hansen scholarship (\$900) unless they qualify for a second semester Jimmie Condon Scholarship

ii. Curling Team

Value: \$500

Number: Curling (14)

Criteria: Member of team, regular attendance at practice/games, and maintaining at least a 2.0 GPA in their academic program.

Disbursement: Following the conclusion of the second semester, after verification of academic criteria (>2.0 GPA)

Please note that students who are Alberta residents and have successfully completed a semester (min. 2.0 GPA) of upgrading, (College Prep or Pre-Tech) in their first semester, are eligible for a Jimmie Condon Scholarship in the second semester

c) OOKS Athletic Association Scholarships

The coach will nominate players for these scholarships, generally 2 per team \$500-\$1000 each. 1.3 GPA minimum marks required. See coach for details.

10. Student-Athlete Health and Safety

The physical wellbeing of NAIT student athletes is our number one priority. With this in mind, NAIT and the Athletics Department have established a protocol for medical clearance which must be met prior to trying out for an intercollegiate team. Every athlete is required to submit a preseason medical form, to be reviewed and approved by the Athletic Therapy Staff

a) Athletic Medical Report

A form filled in by the student-athlete covering any current or previous medical conditions. This form will be reviewed by the Athletic Therapy Staff to ensure the student-athlete is safe to participate in their sport.

b) Accident Insurance

All NAIT students must purchase student insurance through NAITSA or show extended coverage under another plan. Students competing on NAIT's intercollegiate teams should be aware that the possibility of injury exists. **The NAIT Athletic Program will not be responsible for medical costs that exceed insurance coverage.**

c) Athletic Injuries

Athletes who are injured in season have a responsibility to identify this to their coach and trainer and take immediate action to rehabilitate the injury. Treatment for minor injuries should be dealt with by your Team trainer or the Athletic Injuries Clinic in the Sports Equipment Centre.

d) Medical Clearance

Prior to returning to action an injured athlete should receive clearance from the Athletic Therapist. Decisions will be made with health and safety of the athlete as the first priority.

e) Harassment

The purpose of an anti-harassment policy is to insure that all participants and competitions are guaranteed of the existence of a pleasant environment, not a hostile one; and that all participants are entitled to compete in a friendly, supportive environment, free from harassment. Harassment takes many forms, but can generally be defined as behavior including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals, or which creates an uncomfortable environment. NAIT athletics does not tolerate any form of harassment and actions perceived as such will be investigated by the Athletic Coordinator. It is expected that the athletic role models, future leaders, and all team members and personnel will adhere to the understanding and elimination of Harassment.

f) Student Athlete Hazing Policy

NAIT Athletics is committed to the dignity, well being and care of the student athletes and others that comprise its membership. It is the objective of NAIT to provide a safe environment, in which members may pursue their athletic, academic and career goals. NAIT Athletics does not tolerate any form of hazing and undertakes to protect all members from hazing and initiation rites. Athlete's that choose to partake in activities that may be classified as hazing will be disciplined at the discretion of the Athletic Coordinator

11. Student-Athlete Sports Council

This council is a committee made up of student athletes assembled to provide, share insights and actively work towards an enhanced student athlete experience. This council will serve to improve communication between athletes, teams and provide athletes opportunities to develop leadership skills. The council will be formed with representatives from each team and will be used as a communication tool to promote a positive student athlete image off and on campus and to organize community service efforts. This council will be formed in September and meet regularly throughout the year.

12. CCAA Drug Education & Substance Control Policy**CCAA Position Statement**

The CCAA, ACAC and NAIT are unequivocally opposed to the use of any Banned Substances or Methods in contravention of the rules of National or International Sport Federations and the International Olympic Committee. This is outlined in the CCAA Operating Code.

- Those persons who counsel or assist an athlete in the use of banned and restricted substances and methods for the purpose of performance enhancement must be considered as much at fault as the athlete using the substances or method. In particular, the CCAA cannot and will not tolerate any encouragement of the use of such substances or methods by those in positions of leadership or influence over intercollegiate participating athletes such as administrators, coaches, trainers, managers, medical and para-medical practitioners, sport scientists, and indeed other athletes.
- Fair and equal competition is an essential ingredient of sport. Doping Control (testing for the use of banned and restricted substances and methods) is a means of attempting to ensure that such is the case.
- The CCAA requires each College provide a drug awareness orientation seminar to their athletes and each athlete must sign a form indicating they have attended the orientation. Please note that Cannabinoids now will be screened during competition doping control.

Scope of Testing

Teams competing in CCAA sanctioned sports may be subject to in-season unannounced drug testing.

13. Operation of the Athletics Program

Fundraising

All fundraising efforts must first be approved by the Athletics Coordinator as team accounts are controlled by the Athletics and Recreation department.

Boost The Ooks Program (BTO)

This fundraising program, coordinated through the NAIT Development Office, provides an opportunity for athletes to fundraise to offset costs not included in the team's regular budget. Teams solicit private and corporate, tax-deductible donations to the BTO program and funds made **payable to the NAIT Development office**. Athletes should either collect completed forms themselves or have the donor send the completed form to NAIT Athletics. Visa, MasterCard, Amex, cheques, and cash donations are accepted. Athletes, coaches and NAIT Athletics admin will keep a detailed record of the funds raised through the BTO program. The funds collected in the BTO program are pooled into a team account and are intended to be used for team expenses only. This is not intended as a personal account for monies fundraised by individual players. Athletes should record all the BTO sponsorships they solicit and coaches should keep a record of each of their athletes BTO's.

It is mandatory for all teams/individuals wishing to order clothing, equipment, signage or any other item bearing the NAIT College Ooks name or logo to receive approval from the Communications Manager to use the Ooks name/logo **BEFORE** the order is made.

14. Intercollegiate Athletic Awards

Athletic Awards

NAIT honors the achievements of student-athletes, teams and coaches at the annual awards night.
Dress is semi-formal

15. Sports Equipment Center (SEC) Policies

The Sports Equipment Centre is responsible for servicing the needs of the entire NAIT community of students and staff. The following guidelines have been developed by the SEC:

- All Intercollegiate Athletes will receive free locker, lock, towel and laundry service.
- Student ID cards must be used to sign out equipment. **ALL EQUIPMENT, INCLUDING UNIFORMS, IS THE PROPERTY OF NAIT ATHLETICS AND MUST BE SIGNED OUT AND RETURNED WHEN SO REQUESTED BY THE SEC STAFF.**
- The SEC is responsible for cleaning of all uniforms. **DO NOT ATTEMPT TO WASH THESE UNIFORMS AT HOME.** Uniforms should be returned to SEC the next day following use for cleaning.
- Athletes will be required to use their NAIT ID to access all athletic facilities.
- Basketball/Badminton/Volleyball/Soccer will receive team rooms with first semester teams being checked out in early December
- All teams' rooms are for NAIT Athletes only! Keep your locker secured.
- Keep the room secured at all times.

- The team room must be kept tidy or teams or individuals could lose this facility for periods of time. Do not leave anything on the floor, or it will be removed, Male athletes are NOT allowed in female team room and vice-versa.
- Please refrain from playing of loud and inappropriate music as the facility is also used by the general public.

16. Facilities

Recreation and Athletics Office	E-134
Coaches Offices	S-105
Fitness Centre	S-006
Exercise Studio	S-112
Sports Equipment Desk	E-026

Appendix

NAIT College Important Website Addresses

Student Resources

www.NAIT.ca/studentervices.htm

Financial Aid and Awards

www.NAIT.ca/financialaid

Boost the Ooks Sponsorship Forms

<https://alumni.nait.ca/SSLPage.aspx?pid=294>

(have the donor indicate the team they wish to sponsor in the "comments" section of the form)

ACAC Operating Code

[http://www.acac.ab.ca/media/pdfs/2010-11/Operating%20Code%20-%202011%2006%20\(2\).pdf](http://www.acac.ab.ca/media/pdfs/2010-11/Operating%20Code%20-%202011%2006%20(2).pdf)

Canadian Collegiate Athletic Association

www.ccaa.ca

Canadian Centre for Ethics in Sport (CCES)

www.cces.ca